

This Notice Expires 03 August 1984

Special Record Copy
Office of Personnel

OP NOTICE NO. 20-84-1

03 February 1984

OFFICE OF PERSONNEL NOTICE

SUBJECT: The Reissue of Health Insurance ID Cards for Participants in the Association Benefit Plan

1. The Association Benefit Plan (ABP) for health insurance incorporated several benefit changes effective 1 January 1984. As a result, many health insurance identification cards currently in use by policyholders must be reissued because they describe specific benefits no longer in effect after 1 January 1984. Area hospitals have been notified by letter of the modifications in ABP coverage; however, to avoid the possibility of potentially embarrassing situations and policyholder confusion revised ID cards are being issued. Information on the new cards has been worded to avoid another reissue if benefits undergo further changes in the future.

2. The following procedures will be followed in reissuing the ID cards:

(a) Insurance Branch will provide each Component Personnel Office with an alpha listing of its employees who are ABP policyholders as of 16 January 1984.

(b) New hospitalization ID cards for each policyholder will be attached to the alpha listing. Old cards will be replaced with new cards of the same type, i.e. old AGE cards will be replaced with new AGE cards and old GEHA cards will be replaced with new GEHA cards.

(c) As new ID cards are issued, the alpha listing will be annotated by Component Personnel Officers and the old ID cards collected.

Upon the completion of the issuance of new cards, the annotated machine listing will be returned to the Insurance Branch and the old ID cards destroyed by the Components.

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(d) If someone is listed on the Component machine listing but has been reassigned within Headquarters [redacted], his or her card(s) should be forwarded to the individual through the gaining Component's administrative staff and an appropriate notation made on the listing. If an individual has been [redacted] the card(s) should be returned to the Insurance Branch with that information.

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3. One card will be provided for each Self-Only enrollment and two cards for each Self-and-Family enrollment. If additional cards are required by individuals located in the Headquarters area, they should take their new ID card to either of the Insurance Branch offices (916 Ames or LJ-27 Headquarters) for issuance of additional cards. If the individual is outside the Headquarters area, the Component Personnel Officer should forward a Form 2688 requesting the appropriate number of additional cards.

4. Component Personnel Officers are requested to contact the Insurance Branch, secure line [redacted] if there are discrepancies between the kind of ID cards Insurance Branch records show an employee should possess and what he or she actually has. Component Personnel Officers should also advise the Insurance Branch if the machine listing has omitted persons who are enrolled in the Association Benefit Plan or has included persons who are not enrolled in the plan.

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[redacted]
Robert W. Magee
Director of Personnel

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